

City of New Britain

Flag Raising Policy

1. The City of Britain, through the Division of Facilities of the Support Services Department may allow flag raisings in front of New Britain City Hall on the flag pole in Central Park.
2. An organization representing New Britain residents may request to raise a flag through the Facilities office. Requests must be made no later than three (3) weeks before the requested flag raising date. Requests will be reviewed by the Support Services Director and the Facilities Manager.
3. Requests must be made in writing by a New Britain resident to Jon.Delgadillo@newbritainct.gov. Requests must include:
 - a. Name of organization hosting
 - b. Email and phone number of contact person
 - c. Flag being raised
 - d. Description of event
 - e. Desired date of raising
 - f. Number of attendees expected
4. All flag raisings must occur during normal business hours, Monday through Friday 8:15 a.m. to 4:00 p.m., of New Britain City Hall. Scheduling is at the discretion of the Department of Facilities.
5. Guests are responsible for delivering a flag that is in good condition and of appropriate size, and for retrieving the flag. The City is not responsible for guest flags which are not retrieved. The dimensions of the flag should be 3 feet in width by 5 feet in length.
6. Guest flags will fly no more than one week.
7. Flags will always comply with U.S. Flag Code. If ordered, flags may be lowered to comply with the U.S. Flag Code.
8. No flag may ever be flown higher than the U.S. Flag.
9. Flag ceremonies that request any additional equipment more than the standard set-up may incur fees.

10. The City of New Britain will not fly flags considered to be inappropriate, offensive, discriminatory or controversial.
11. The City retains the right to deny an inappropriate, offensive, discriminatory or controversial flag from being raised in order to maintain peace and public safety.